



ARIZONA FIRE & MEDICAL AUTHORITY

BUDGET AND FINANCE COMMITTEE

MEETING MINUTES

Tuesday, August 18, 2020

MINUTES

1. CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM

Committee Chairperson Miller called the meeting to order on Tuesday, August 18, 2020, at 2:00 p.m. at the **Arizona Fire & Medical Authority Administrative Office, 18818 N. Spanish Garden Drive, Sun City West, Arizona 85375**. The meeting was held telephonically.

Members Present: Committee Chairperson Dawn Miller and Committee Members John Crawford and Diane Price

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Finance Manager Diane Goke, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: None

Public Comment: None

Media Present: None

Guests Present: None

2. REGULAR BUSINESS

A. Approve Budget and Finance Committee Meeting Minutes of July 21, 2020.

Committee Chairperson Miller moved that the Budget and Finance Committee Meeting Minutes of July 21, 2020 be approved. Committee Member Crawford seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price
NAYS: None
ABSENT: None

B. Review South County Fire & Medical District, North County Fire & Medical District, and Arizona Fire & Medical Authority Financial Reports for July 2020.

Diane Goke, Finance Manager presented the July 2020 financial reports for the South County Fire & Medical District, the North County Fire & Medical District and the Arizona Fire & Medical Authority and answered any questions from Board Members. Ms. Goke noted that the North County Fire & Medical District financials are showing a negative \$69,906 in property tax revenue collected for the month of July and stated that she has been in touch with the County Treasurer's Office to inquire about the balance, but that it is most likely due to a property tax appeal or reassessment that was completed by the County. Ms. Goke stated that all wildland billing has been completed for the early summer wildfires and the financial statements will be updated to reflect those payments once received from the State.

In response to an inquiry, Ms. Goke reminded the Committee that uniform allowances are paid to employees once per year, and so those numbers are reflected on the financial statement all at once but will balance out throughout the year.

Committee Member Crawford moved that the Budget and Finance Committee recommend that the South County Fire & Medical District Governing Board, the North County Fire & Medical District Governing Board and the Arizona Fire & Medical Authority Governing Board approve the Financial Reports for July 2020. Committee Member Price seconded the motion.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Miller, Price
NAYS: None
ABSENT: None

C. Receive update on COVID-19 reimbursement requests.

Mary Dalton, Assistant Chief, provided an update on the status of the COVID-19 reimbursement requests to Maricopa County and noted that the County has approved providing reimbursements for up to 75% of the staff time for those whose duties were primarily dedicated to responding to COVID-19. Assistant Chief Dalton stated that Emergency Manager Kim Campbell and Finance Manager Diane Goke are currently in the process of gathering the necessary data to submit the reimbursement request to the County.

Assistant Chief Dalton stated that the Federal Emergency Management Agency (FEMA) has not yet notified AFMA about any grant awards for COVID related expenses. We anticipate hearing from them in the next couple months.

Rob Biscoe, Fire Chief, stated that he is proud of the work the organization has done with regards to securing reimbursements from the County. This organization led the way and spearheaded the effort to help all fire districts within Maricopa County, and stated that other fire districts across the State are now requesting reimbursements from their County organizations and are utilizing the work that AFMA modeled as tools to advocate for themselves.

D. Receive update on existing and planned grant applications.

Deborah Musselman, Administrative Manager provided an update to the Governing Board on the existing and planned grant applications, noting that the Authority has applied for several grants from the Federal Emergency Management Agency (FEMA) Assistance to Firefighter Grant (AFG) for CARES Act as well as cancer exposure reduction programs and wildland urban interface education and awareness programs, but to date has not received any grant award notices from FEMA. Ms. Musselman stated that staff has contacted our FEMA Regional Representative and Legislative Staff for follow-up on FEMA grant opportunities and awards.

Ms. Musselman noted that Staff has submitted a grant request to Firehouse Subs for a Fire Extinguisher Simulator Training System. If awarded, this system can be used by the Community Risk Management Division and assist in providing hands-on fire extinguisher training for residents.

3. **SUGGESTED ITEMS FOR FUTURE BUDGET AND FINANCE COMMITTEE MEETING AGENDAS**

There were no suggested items.

4. **ADJOURNMENT**

The meeting adjourned at 2:23 p.m.

Dawn Miller

Dawn Miller (Sep 26, 2020 22:50 PDT)

Dawn Miller, Committee Chairperson

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Final Audit Report

2020-09-27

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